



# Randolph History



- ❑ **Travel workforce: 3 FAST and 2 IATS**
  - **Manpower savings of 1.5 personnel**
  
- ❑ **Travel Accounting**
  - **Certify an average of 150 authorizations**
  - **CEM orders and civilian TDYs through AFPC; manpower savings of 2 personnel**



# *Randolph History*

## *cont..*



### □ **Intangibles**

- **Transfer of work:**
  - Time spent computing vouchers in the past is used to clear rejects and failed audits in the system
- **Approximately 65% of 1500 vouchers processed reject and must be cleared by an FSO technician**
- **FSO technicians answer an average of 3,200 telephone 160 e-mail inquiries per month**



# Statistics



- ❑ **FY 99 Vouchers**
  - IATS - 11,100
  - FAST - 17,932
- ❑ **FY 00 Vouchers (as of EOM August)**
  - Total (incl. IATS) - 26,470
  - FAST - 15,000
- ❑ **Government charge cards** - 6,258
- ❑ **Centrally Billed Accounts (CBAs)** - 2



# Travel Process

- ❑ **Blanket Travel Orders**
  - built in FMFS to assist units
- ❑ **For-Others**
  - FMFS loads as temporary fund cite
- ❑ **Local Vouchers**
  - Processed like normal TDY voucher
- ❑ **Document Override**
  - Accomplished in FSO only



# Travel Manning



- ❑ **Assigned overall - 13**
- ❑ **Customer Service - 4**
- ❑ **Customer Support - 6**
- ❑ **Accounting Liaison - 3**
- ❑ **System Administration - N/A**
- ❑ **Other Travel Requirements**
  - **ROTC (4); Reserves (1); GSUs (11)**



# FSO Workload Process



- ❑ **New Users**
  - **Added by OFA**
- ❑ **Add/Change Passwords**
  - **Done by OFAs and designated certifiers**
- ❑ **New Funding Line of Accounting**
  - **Done in FMFS**



# FSO Workload cont.



- ❑ **Auditing Process**
  - FSO runs daily audits; review documents that fail edits; request necessary documentation
- ❑ **Support OPLOC/DFAS**
  - Assist DFAS-KA in post-audit by notifying members, requesting documentation and ensuring additional payments if necessary



# ***Systems Functionality***



- ❑ FSO technicians have overall access to system**
  
- ❑ OFAs have access to “Document Prep” Module and User/Group tables**
  
- ❑ Members within the document routing steps have access only to documents that route for their reviews**



# **System Functionality**

## **cont.**



- ❑ **Permission Tables in Use**
  - **0 Basic User**
  - **2 Certifier/Approver**
  - **3 Resource Advisor**
  - **4 Organizational FAST Administrator**
  - **7 FSO Personnel**
  - **8 FSO Capabilities**
  - **9 Systems POC**



# **System Functionality**

## **cont.**



- **Audits in Place**
  - **Actual Expense**
  - **Advance Claim**
  - **Approval by Traveler**
  - **Approving Official Signature**
  - **Blanket Travel Order**
  - **Travel Order not on file/obligated**
  - **Daily Expense Threshold**
  - **No EFT info.**



# **System Functionality**

## **cont.**



- Expense Categories**
- FY Cross Funding**
- Group Authorization**
- Leave Exist**
- Permissive TDY**
- Signature Verify**
- Trip Purpose**
- Trip Type**
- No Accounting Class Totals**



# **System Functionality**

## **cont.**



- ❑ **Monthly perdiem rates are downloaded monthly from Gelco website**
- ❑ **EFT data from DJMS is currently not downloaded due to limited access to Telnet; FSO adds all EFT information manually**
- ❑ **TM Reports**
  - **Travel CONUS - biweekly**
  - **Military Leave Report - weekly**
  - **Travel Over 30 Days - biweekly**



# *Training*



- ❑ **FSO Staff - limited to essential that use TM**
- ❑ **Two training sessions are conducted quarterly for OFAs and certifying/approving officials**
- ❑ **Basic user training accomplished when TM initially implemented**
  - **OFAs train new users within their units**



# ***Training cont.***

- ❑ Designated training room with 12 computers is equipped for hands-on training
  - ❑ Conference room is used for experienced TM users and certifying/approving officials
    - PowerPoint presentation is used
    - Average number of trainees is 15-30



# Challenges/Concerns

- ❑ **Enforcing Appendix O**
  - AO's responsibility to review receipts when approving vouchers
  - AO's review of required is an essential part of the internal control process
- ❑ **Training**
  - Then OFAs change or PCS, training has to be re-accomplished to ensure they can effectively manage their units
  - We have to continually train our own personnel due to PCS/cross-utilization